

*“Often, it is not the content that matters, but what’s going on underneath.”*

**Marleen de Boer**  
**UWV**

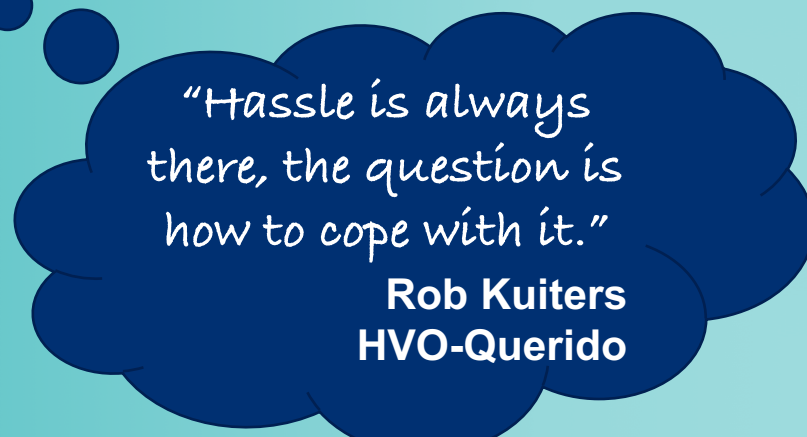


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## COURSE

### THE PERFECT KICK OFF

The Practical course for project managers



*“Hassle is always there, the question is how to cope with it.”*

**Rob Kuiters**  
**HVO-Querido**

# THE PERFECT KICK OFF

## Course leader

NACHTEN WAKKER LIGGEN EN MAAR BLIJVEN NADENKEN OVER DE VOLGENDE STAPPEN IN JE PROJECT.

DE Project Excellerator  
Open Mind Management  
**PERFECTE  
KICK OFF** JANE ZUIDEMA

THAT ANNOYING LITTLE GOST, CALLED SCOPE CREEP, DROPS BY EVERY NIGHT AND WHISPERS LITTLE CHANGES ON THE PROJECT SCOPE.

**Jane Zuidema**  
Author of the book  
The Perfect Kick Off



## Guest speaker



**Professor Pierre Capel**  
Author of the book  
The Emotional DNA



# THE PERFECT KICK OFF

During 5 sessions with lots of practical tools and 2 methods of analysis, you will make an analysis of (your own) projects. Further, we show several strategies and we present the newest insights in planning techniques and behavioural patterns.

## IN SHORT

Daily routine of a project manager and her or his team members is central in this course:

- What does the **phase of matureness** of my organisation have to do with the kind of resistance I can expect?
- What kind of resistance is healthy and necessary and how do I deal with the **'unhealthy part'**?
- How do I keep the **team process in a flow** when new team members constantly join the team?

**A**

How to create a team?

**B**

Why are stakeholders so difficult to manage?

**C**

How to make planning a team builder instead of something following the facts?

**FOCUS ON ROUTINE**



# PROGRAMME

## SESSION (2 DAY PARTS)

Part 1:

**INTAKE:** Force field analysis organisation

- Nightmare top 4 in projects
- What makes a team strong?
  - Fuss
  - Odour
  - Behavioural diversity
- Guest speaker Pierre Capel on the brain
- Developmental phases of an organisation and the consequences for projects

## SESSION I (2 DAY PARTS)

Deel 2:

**INTAKE:** Personal behavioural preferences

Each student will take a behavioural preference test

- NeuroColor
- Personal behavioural preference
- What are the consequences of behaviour for lead times?
- What is behavioural diversity from a biological point of view?
- Team profiles and 'blind spots'
- How to use the team contract?

## OUTPUT

**Analysis of your organisation**

- **Matureness phase**
- **Psychological footprint**
- **Do's and don'ts**

## OUTPUT

- **Insight in individual behavioural preferences and consequences for style of leadership**
- **Insight in consequences of team preferences on team contracts**
- **Do's and don'ts**
- **Plan of action**

# PROGRAMMA

## SESSION II (1 DAY PART)

### INTAKE

Philips Lean Decision Based Scheduling

A Philips based logic in decision making for planning

- What are the advantages?
- 4 levels:
  - Level 0: the projects and milestone planning
  - Level 1: decision making logic of the project
  - Level 2: planning of work packages
  - Level 3: activity planning of work packages

## OUTPUT

**New planning tool:  
Lean Decision Based  
Scheduling**

## SESSIE III (1 DAY PART)

### INTAKE

Hassle or team matureness

- What is fuss?
  - Biologically
  - Psychologically
- What is the role of hassle in a?
- What kind of 'Fuss' has your personal preference?
- Role of the project manager during fuss

## OUTPUT

- **Pro active recognition of 'favourite' fuss**
- **Intervention tools**
- **Collective preventive approach for project teams**

# PROGRAMME

## SESSION IV (1 DAY PART)

### INTAKE

Real time info flow

- Lean info flow tool
- Recognising time structuring

Personal work plan analysis

You will make your personal analysis of your role/preferences and create a project leader or project member profile as well as a work plan for you team

- What am I good at?
- In which respect should my menu be expanded?
- What will be my approach towards my team?

## OUTPUT

- **Communications tools that are applicable on the spot**
- **Personal work plan**
- **How will I approach my team?**

## SESSIE V (1 DAY PART)

The Perfect Kick Off

- Students perform in a simulated Kick Off session using all tools discussed.

Closure: short individual feedback from the course leader

## OUTPUT

**Each student will have a personal coaching session to conclude the course**

# THE PERFECT KICK OFF

## REVENUE

Many concrete dynamics-tools, immediately applicable:

### *Lean Decision Based Planning*

The newest method of planning, which simultaneously is a perfect team exercise.

### *Force field analysis*

Insight in internal (stakeholders) as well as external dynamics...

For what kind of resistance can you prepare yourself?

### *Lean info flow methodiek*

Communications method based on giving and receiving and focused on the optimal performance of the brain.

### *Methodology of drama triangle*

How to discover 'fuss' in time and how to turn this into the script of winners' triangle?

### *Multi teaming assessment*

Shows roadblocks concerning time. Human Resources.

### *NeuroColor*

Next generation behavioural preference analysis. Each student will take a NeuroColor behavioural preference test.

### *Modules for your Kick Off programme*

### *Instructive videos and exercises*

*"Learned a lot about myself and my behaviour."*

Willem Jan de Vries  
Adema Architecten

*"Totally different from traditional project management training."*

Rob Kuiters  
HVO-Querido

*"Directly applicable in my work!"*

Olger Gerestein  
Hornbach

*"This course teaches the things that are **truly important.**"*

Rob Kuiters  
HVO-Querido

# OPEN REGISTRATION

## Investment

1 session 1 day and 4 meetings of 1 day part

- €3.200,- per student (exclusive of VAT and location costs)
- Each student receives a copy of the book “The Perfect Kick Off” in Dutch.
- Each student will take a NeuroColor behavioural preference test.

## For whom?

For the experienced project manager, for further expertise and ideal for starting project managers who want to learn about complex dynamics in a project.

## SIGN UP

Spring or autumn. Start date in agreement with the students.



Yes, keep me informed when the course starts.

My e-mail: \_\_\_\_\_

Yes, I sign up \_\_\_\_\_

Location: Papendorp, Utrecht.